

Park Meadows Metropolitan District

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

***Note that some information provided herein may be subject to change after the notice is posted.**

District's Principal Business Office

Company	Park Meadows Metropolitan District
Contact	Matt Urkoski
Address	8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111
Phone	303-779-5710

District's Physical Location

Counties	Douglas
-----------------	---------

Regular Board Meeting Information

Location	Lone Tree Civic Center, Community Meeting Room A
Address	8527 Lone Tree Parkway, Lone Tree, Colorado, 80124, Colorado
Day(s)	Fourth Monday of each month, except May and December when they meet on the 3rd Monday
Time	5:00 P.M.

Posting Place for Meeting Notice

Location	The Board designates the URL Domain www.parkmeadowsmetrodistrict.org as the District's official website and posting place for notices of meetings pursuant to Colorado Revised Statutes 24-6-402(2)(c)(III).
Address	

Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location	
Address	
Date	
Notice	

Current District Mill Levy

Mills	6.387
--------------	-------

Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount(\$) 2,264,736 (estimated/unaudited)

Date of Next Regular Election

Date 05/05/2020

Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **\$33.58** per hour

District Policy

PARK MEADOWS METROPOLITAN DISTRICT

THIRD AMENDED AND RESTATED RULES

RELATED TO REQUESTS FOR INSPECTION OF PUBLIC RECORDS PURSUANT TO

THE COLORADO OPEN RECORDS ACT, SECTIONS 24-72-200.1 et seq., C.R.S.

WHEREAS, Park Meadows Metropolitan District (the "District") is a special district organized and existing pursuant to Section 32-1-101 et seq., C.R.S.; and

WHEREAS, the District is a political subdivision for purposes of the Colorado Open Records Act, Sections 24-72-200.1 et seq., C.R.S., as may be amended from time to time, ("CORA"), as defined in Sections 24-72-202(5), C.R.S., and is thus subject to CORA; and

WHEREAS, the District has designated an "Official Custodian," as that term is defined in Section 24-72-202(2), C.R.S., who is responsible for the maintenance, care, and keeping of the District's public records, regardless of whether the records are in his or her actual personal custody and control; and

WHEREAS, the District has designated a "Custodian," as that term is defined in Section 24-72-202(1.1), C.R.S., who shall serve as the repository for the District's public records and shall have personal custody and control of the District's public records and assist the Official Custodian with the maintenance, care, and keeping of the District's public records; and

WHEREAS, pursuant to Section 24-72-203(1)(a), C.R.S., the Official Custodian may make such rules with reference to the inspection of public records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the Custodian and the Custodian's office; and

WHEREAS, the Official Custodian finds it is necessary and in the best interests of the District to adopt certain rules with reference to the inspection of its public records.

NOW, THEREFORE, THE OFFICIAL CUSTODIAN MAKES AND ADOPTS THE FOLLOWING RULES WITH REFERENCE TO THE INSPECTION OF THE PARK MEADOWS METROPOLITAN DISTRICT'S PUBLIC RECORDS:

1. Inspection of Public Records. All "Public Records" of the District, as such term is defined in Section 24-72-202(6), C.R.S., shall be available for public inspection by any person at reasonable times as provided in CORA, except as otherwise provided in CORA or as otherwise provided by law. All requests to inspect Public Records shall be in writing and delivered to the Custodian or his or her designee. Upon the receipt of a written request to inspect Public Records, the Custodian or his or her designee shall set a date and hour at which time requested Public Records will be available for inspection, which date and hour of inspection shall be between the hours of 8:00 A.M. and 5:00 P.M., Mountain Standard Time, three (3) working days or less from the date such Public Records were requested for inspection unless extenuating circumstances exist as provided

in Section 24-72-203(3)(b), C.R.S. The day the request is received, weekends, and legally recognized holidays shall not count as a working day for the purposes of computing the date set for inspection of Public Records. A modification to a request for Public Records is considered a new request.

2. Notification for Inspecting Public Records Not Under Control of the Custodian. If the Public Records requested are not in the custody or control of the Custodian or the Official Custodian, the Custodian or his or her designee shall notify the person requesting to inspect such records that said records are not in the custody or control of the Official Custodian or the Custodian. The notification shall state in detail to the best of the Custodian's knowledge and belief, the reason for the absence of the records, the location of the records, and what person has custody or controls the records.

3. Notification for Inspecting Public Records in Use or Otherwise Unavailable. If the Public Records requested are in active use, in storage, or otherwise not readily available at the time requested, the Custodian or his or her designee shall notify the person requesting to inspect the Public Records of the status of the Public Records. Such notification shall be made in writing if desired by the person requesting to inspect the Public Records.

4. Copies of Public Records. Within the period specified in Section 24-72-203(3), C.R.S., the Custodian shall notify the person requesting a copy of the Public Records that a copy of the Public Records is available but will only be sent to the requester once the Custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees has been waived by the Custodian. Upon either receiving such payment or making arrangements to receive such payment at a later date, the Custodian shall send a copy of the Public Records to the requester as soon as practicable but no more than three (3) business days after receipt of, or making arrangements to receive, such payment.

5. Fees for Copies of Public Records. The Custodian or his or her designee shall furnish, for a fee as set forth herein, a copy, printout, or photograph of the District's Public Records requested by the person requesting said Public Records.

The fee shall be twenty-five cents (\$0.25) per standard page, or such other maximum amount as authorized by Section 24-72-205(5), C.R.S., for a copy of the Public Record except as follows:

- a. When the format is other than a standard page, the fee shall not exceed the actual cost of providing the copy;
- b. If other facilities are necessary to make a copy of the Public Records, the cost of providing the copy at the other facilities shall be paid by the person requesting the copy;
- c. If the Public Records are a result of computer output other than word processing, the fee for a copy, printout, or photograph thereof may be based on recovery of the actual incremental costs of providing the electronic services and products together with a reasonable portion of the costs associated with building and maintaining the information system;
- d. If, in response to a specific request, the District has performed a manipulation of data so as to generate a record in a form not used by the District, a reasonable fee may be charged to the person making the request, which fee shall not exceed the actual costs of manipulating the data and generating the record in accordance of the request; and
- e. Where the fee for a certified copy or other copy, printout, or photograph of a Public Record is specifically prescribed by law, that specific fee shall apply in lieu of the fee(s) set forth herein.

6. **Transmission Fees.** In addition to the fees set forth above, where the person requesting the Public Records requests the transmission of a certified copy or other copy, printout, or photograph of a Public Record by United States mail or other non-electronic delivery service, the Custodian or his or her designee may charge the costs associated with such transmission, except that no transmission fees may be charged to the records requester for transmitting a Public Record via electronic mail.

7. **Research and Retrieval Fees.** In addition to the fees set forth above, in accordance with Section 24-72-205(6), C.R.S., the Official Custodian or his or her designee may charge a research and retrieval fee of \$30.00 per hour, or such other maximum hourly fee as may be adjusted from time to time pursuant to Section 24-72-205(6)(b), C.R.S., for time spent by the District's directors, employees, agents, and consultants researching, retrieving, gathering, collecting, compiling, preparing, redacting, and/or otherwise manipulating records in order to respond to a request for Public Records. Provided, however, that such research and retrieval fee may not be imposed for the first hour of time expense in connection with such research and retrieval activities related to a request for Public Records, but may be imposed for each subsequent hour.

8. **Payment of Fees.** All fees associated with production of the District's Public Records requested by the person inspecting said Public Records, as set forth in Paragraphs 4 through 7 above, shall be 'paid by the person inspecting said Public Records before or contemporaneously with the delivery or inspection of said Public Records.

9. **In Force Until Amended or Repealed.** These rules shall supersede and replace in their entirety all previous rules regarding this topic including, but not limited to, the rules adopted by the Official Custodian on July 1, 2014. These rules of the Official Custodian shall remain in full force and effect unless and until such time as they are amended or repealed regardless of any change in either the individual serving as, or the designation of, the Official Custodian of the District.

ADOPTED, APPROVED, AND MADE EFFECTIVE the 27th day of February, 2017

PARK MEADOWS METROPOLITAN DISTRICT

District contact information for open records request:

Matt Urkoski

Names of District Board Members

Board President

Name Sharon Van Ramshorst, President
Contact Info 8390 E. Crescent Parkway, Ste. 300, Greenwood Village, CO 80111
Election **Yes**, this office will be on the next regular election ballot

Board Member 2

Name Martha Sippel, Vice President
Contact Info 8390 E. Crescent Parkway, Ste. 300, Greenwood Village, CO 80111
Election **No**, this office will not be on the next regular election ballot

Board Member 3

Name Steve Parry, Treasurer
Contact Info 8390 E. Crescent Parkway, Ste. 300, Greenwood Village, CO 80111
Election **Yes**, this office will be on the next regular election ballot

Board Member 4

Name Bryan Glenn, Secretary
Contact Info 8390 E. Crescent Parkway, Ste. 300, Greenwood Village, CO 80111
Election **No**, this office will not be on the next regular election ballot

Board Member 5

Name Gary W. Godden, Assistant Secretary
Contact Info 8390 E. Crescent Parkway, Ste. 300, Greenwood Village, CO 80111
Election **No**, this office will not be on the next regular election ballot

Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us) and the website indicated below, if any.

Website www.parkmeadowsmetrodistrict.org

Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms.

Sue Blair of Community Resource Services of Colorado, LLC 7995 E. Prentice Ave., Suite 103E Greenwood Village, CO 80111

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Sue Blair of Community Resource Services of Colorado, LLC 7995 E. Prentice Ave., Suite 103E Greenwood Village, CO 80111

Notice Completed By

Name Megan Liesmaki
Company/District CliftonLarsonAllen LLP
Title District Administrator
Email megan.liesmaki@claconnect.com
Dated 01/12/2020

